EDUCATION INFORMATION

Institution	Name, City, State	Course of Study/Major	Credit Hours Completed	Diploma/Degree/ Currently Pursuing
High School or GED (circle one)				
College/University				
Graduate				
Technical/Trade/Other				

COMPUTER SKILLS

Software Programs	Proficiency Level	Comments
MS Word	N/A Beginner Intermediate Advanced	
MS Excel	N/A Beginner Intermediate Advanced	
MS PowerPoint	N/A Beginner Intermediate Advanced	
MS Outlook	N/A Beginner Intermediate Advanced	
MS Access	N/A Beginner Intermediate Advanced	
Other		

Words per minute typed:

WORK EXPERIENCE

Current or Last Employer:	Address:
Job Title:	Job Duties:
Date Employed: (mo/yr) Date Separated: (mo/yr)	

Employer #2:	Address:
Job Title:	Job Duties:
Date Employed: (mo/yr) Date Separated: (mo/yr)	

Employer #3:	Address:
Job Title:	Job Duties:
Date Employed: (mo/yr) Date Separated: (mo/yr)	